



**COMMUNITY AND SENIOR SERVICES
OF LOS ANGELES COUNTY**

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BOARD OF SUPERVISORS

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Interim Director

"To Enrich Lives Through Effective And Caring Service"

May 31, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**ALLOCATION OF WORKFORCE INVESTMENT ACT (WIA) FISCAL YEAR
(FY) 2003-04 CARRYOVER YOUTH AND DISLOCATED WORKER FUNDS
FOR FY 2004-05 REQUIRED PROGRAM COSTS
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Authorize the Interim Director of Community and Senior Services (CSS) or designee, to allocate \$1,207,825 in FY 2003-04 WIA carryover Youth and Dislocated Worker funds to cover program costs incurred by the department in FY 2004-05 to support the delivery of employment and training services to the clients of the WIA programs; WIA program costs include required business and job seeker services, program monitoring, and management information systems (MIS) services.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

The County of Los Angeles has been designated by the State as a Local Workforce Investment Area for the purpose of administering WIA. CSS has responsibility for administrative, program and fiscal functions associated with the WIA Youth and Dislocated Worker formula programs. Business and job seeker services, program monitoring and MIS costs are considered program costs under WIA regulations. On November 19, 2004 and February 10, 2005 the WIB approved the use of \$613,499 and \$594,326 respectively, totaling \$1,207,825 in FY 2003-04 WIA Carryover Youth and Dislocated Worker funds to cover the costs incurred by CSS in FY 2004 to support the delivery of employment and training services to WIA clients.

In prior fiscal years, the services outlined in this letter were changed to administrative costs. However, as allowable under WIA regulations, CSS will include these as direct program costs. The WIA Dislocated Worker and Youth grant amount for FY 2004-05 is \$22,172,891, and including this FY 2003-04 carryover of \$1,207,825 totals \$23,380,716. Of this amount, \$2,217,289 will be used for administration, \$1,207,825 will be used for direct program services provided by CSS staff, resulting in a total of \$3,425,114 or 14.6% used for CSS administrative and program costs.

The CSS WIA program costs include program monitoring by the department and the Auditor-Controller, MIS staffing costs associated with performance management of the WIA programmatic system, website and call center for business and job seeker services.

Implementation of Strategic Plan Goals

The recommended actions supports the County-wide Strategic Plan Goal 1: Service Excellence

Performance Measures

Overall performance evaluations for the WIA Youth and Dislocated Worker programs are based on the measures established in the WIA and are aligned with the County's Performance Counts! Initiative. The two performance outcomes to be tracked are unsubsidized placement and retention.

FISCAL IMPACT/FINANCING

The \$1,207,825 FY 2003-04 WIA Youth and Dislocated Worker carryover funds will be used to cover the following CSS FY 2004-05 program costs:

FUNDING	YOUTH	DISLOCATED WORKER	TOTAL
Program Monitoring	325,457	243,254	568,711
Centralized Monitoring – Auditor Controller	50,000	100,000	150,000
MIS Program	135,602	101,352	236,954
Website/Call Center	102,440	149,720	252,160
Grand Total	613,499	594,326	1,207,825

There is no impact on the County's general fund and funding has been included in the Department's FY 2004-05 Adopted Budget. The CAO and the WIB have reviewed and concur with the recommended action.

Program Monitoring

A total of \$568,711 in WIA Youth and Dislocated Worker funds will be used for the staff costs incurred during FY 2004-05 to conduct monitoring findings resolutions to the WIA contractor monitoring reviews performed in FY 2003-04 under the Auditor-Controller Master Agreement.

Centralized Monitoring

A total of \$150,000 in WIA Youth and Dislocated Worker funds will be used for the FY 2004-05 program monitoring costs of the CSS WIA Programs by the Auditor-Controller pilot program as approved by the Board of Supervisors.

MIS Program

A total of \$236,954 in WIA Youth and Dislocated Worker funds will be used for the MIS staff costs incurred for the compilation of client data analyzing reports and performance for the Workforce Investment Board. This data includes individual client activities, such as job training and classroom remediation, as well as client demographic information and client outcome tracking.

Website and Call Center

A total of \$252,160 in WIA Youth and Dislocated Worker funds will be used to cover the cost of the maintenance of the WorkSource California website for the WIA programs information for business services and job seekers, and for the staffing costs of the call center used by job seekers as a referral to the WorkSource Centers for direct job-related services.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

CSS has the responsibility to administer the WIA program within the Los Angeles County Local Workforce Investment Area and in so doing, to monitor contractors and service providers to ensure compliance with State and federal grant requirements. To accomplish this, CSS must perform or contract for monitoring services which include compilation of relevant client and contractor performance data.

In addition, CSS must effectively provide outreach services which can be accomplished through maintenance of the WorkSource California website and call center, as well as identifying training vendors.

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IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommended actions will allow CSS to continue to enhance its accountability and efficiency, and allow for the provision of Workforce Investment services to youth and dislocated workers.

Respectfully submitted,

A handwritten signature in black ink that reads "Cynthia D. Banks". The signature is written in a cursive style with a horizontal line underneath the name.

CYNTHIA D. BANKS
Interim Director

c: David E. Janssen
Raymond G. Fortner, Jr.
J. Tyler McCauley